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**LingoSports**

**Parents’ Handbook**

**2025**

About the club

LingoSports is not currently registered with Ofsted but has applied to be registered. LingoSports is the club name of Saddleworth Language School Ltd. and is based in Delph, Oldham. The club is open from 9am until 4pm on certain advertised days during the school holidays.

We are based at Delph Primary School which is a relatively small local primary school with an excellent school hall and outdoor space including woodland area. We access classrooms for language based and craft activities.

**Aims of LingoSports Holiday Club**

1. **Promote Language Learning and Sports**
	* Provide an engaging and dynamic environment where children can develop their language skills through fun and interactive activities.
	* Foster a love for physical activity and teamwork through varied sports and outdoor games.
2. **Encourage Creativity and Self-Expression**
	* Inspire creativity through craft activities that are linked to our themes, allowing children to explore and express themselves.
3. **Support Free Choice and Independence**
	* Offer children opportunities to choose their activities, promoting independence, decision-making, and ownership of their holiday club experience.
4. **Maximize Outdoor Time**
	* Prioritize outdoor activities to encourage physical fitness, exploration, and a connection with nature, rain or shine.
5. **Deliver Educational Experiences**
	* Integrate learning seamlessly into activities, led by qualified PE and Modern Foreign Languages (MFL) teachers, ensuring a balance of education and fun.
6. **Provide a Safe and Inclusive Environment**
	* Create a welcoming, safe space where every child feels valued, supported, and excited to participate.
7. **Develop Life Skills**
	* Encourage teamwork, communication, and confidence-building through collaborative games, crafts, and problem-solving challenges.

What we offer

LingoSports offers a structured day of educational and fun activities for children. Each day we have at least one language teaching element and two sporting foci, but often we do get chance to explore more! We offer arts and crafts as a means to express and develop language learning as well as creative and fun educational strategies including, but not limited to drama, games, song and reading. We are unique to many holiday clubs in that we are led by qualified and experienced teachers.

What we provide

We provide a snack in the morning and in the afternoon, including fresh fruit. We promote independence, by encouraging the children to serve themselves and to clear away after themselves. Fresh drinking water and sugar free cordial are available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. We allow children to decide when they are ready to eat, but request that food be consumed whilst sitting down. Parents are required to provide a nut-free packed lunch as we do not provide lunch.

Staffing

Our Club is staffed by a manager, Samantha Doodson, deputy manager Andrew Doodson and two teachers - Jenny Farrell (EYFS specialist Teacher), Jack Darnbrough (PE Teacher and SEND specialist). Vicky Dodd, PE Teacher (current Assistant Head Teacher in a local school) is joining the team in August 2025.

All of our staff have extensive experience of working with children and undertake professional development training. All staff members have appropriate DBS checks. We maintain a staff/child ratio of 1:13 for children aged 5 and above, assuming the staff members are qualified teachers with QTS. There is always a level 4 Paediatric Fist Aid trained member of staff on site.

Some staff also have designated roles:

Sam Doodson: Special Education Needs Co-ordinator, Designated Child Protection Officer, EYFS Key Person, Data Protection Lead

Andy Doodson: Equalities and Inclusion Co-ordinator, Health and Safety Officer, Fire Safety Officer, First Aid Co-ordinator, EYFS Key Person

Jenny Farrell: EYFS Key Person

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer to arrange a more convenient time for a meeting please contact Sam Doodson (contact details are at the back of this Handbook).

Organisation

LingoSports is run as a private business. We enjoy a close working relationship with Delph Primary School in order to ensure a high standard of facilities for LingoSports.

Policies and procedures

The Club has clearly defined policies and procedures. Key points of the main policies are included in this Handbook. Copies of the full policies are available on Saddleworth Language School’s website and are available for parents to consult at all times.

Terms and conditions

Admission

Our Club aims to be accessible to children and families from all sections of our local community. Admission to the club is organised by the management and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending.

We require a completed booking form for your child before they can attend the club and this is completed when you book a session on the website. This information will be treated as confidential and will be stored appropriately.

Payment of fees

The current fees are **£30** per child per day **and £20 per sibling.** Fees are payable in advance when an online booking is made.

We do not currently accept payments through the tax free childcare scheme, but we hope to be able to once we become Ofsted registered.

The price per session per child applies to all children. This is payable for all booked sessions including when your child is unwell.

Changes to days and cancelling your place

You must give us two week’s notice of cancellation or changes in attendance. If you need to change the days that your child attends, please contact the Manager. We try to accommodate such changes wherever possible.

Temporary changes

Please remember that we need to know if your child will not be attending the Club for any reason.

Induction

During your child’s first session time will be set aside for an induction. The induction will include running through Club's rules and routines (including snack and meal times, collection, outdoor time, toilet facilities), and introducing your child the staff and other children and making them feel settled and welcome.

Arrivals and departures

A register is taken when children arrive in our care, and you must inform us when making a booking who will collect your child at the end of the day.

We expect that your child will normally be collected by the people you have named on the booking form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

LingoSports finishes at 4.00pm, if you are delayed for any reason please telephone the Club to let us know.

If your child remains uncollected after 4.30pm [30 minutes after your club closes] and you have not informed us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our **Uncollected Children Policy** and contact the Social Care team.

Child protection

We are committed to building a ‘culture of safety’ in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see our **Safeguarding Policy**.

Equal opportunities

Our Club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

* We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
* We will challenge inappropriate attitudes and practices.
* We will not tolerate any form of racial harassment.

Special Educational Needs and Disabilities

We make every effort to accommodate and welcome any child with special educational needs and/or disabilities. We will work in liaison with parents or carers and relevant professionals to fully understand your child’s specific requirements. We will endeavour to accommodate children of all abilities, whilst working within the club’s limitations. Each case will be considered individually and risk-assessed to ensure everyone’s safety.

Our staff training programme includes specific elements relating to children with special needs.

For more details on equal opportunities and special needs, see our **Equalities Policy**.

General Information

Behaviour (children)

Children and staff have created rules for acceptable behaviour whilst at the Club. These are shared with children when we do our settling in talk at the start of the day.

We have a clear **Behaviour Management Policy**, a copy of which is shared with parents and carers:

LingoSports promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities

LingoSports has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special educational needs. We will try to be flexible in order to accommodate such cases.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from LingoSports immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from LingoSports.

Behaviour (adults)

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at LingoSports we will contact you and ask you to make arrangements for them to be collected.

Please inform the Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him or her to LingoSports for 48 hours after the illness has ceased.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times, and the LingoSports is fully insured. Our staff are trained in first aid to the appropriate level and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child. Parents are informed of head injuries immediately.

Medication

Please let the Manager know if your child is taking prescribed medicine. If your child needs to take medicine whilst at LingoSports you can complete a **Permission to administer medication form** in advance. See our **Administering Medication Policy** for more details.

Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak your child’s key person, the Manager, or any other member of staff.

Verbal complaints will be brought to the next staff meeting for discussion and action.

All written complaints will be acknowledged within seven working days of receipt and a full written response will be given within 28 days.

A full copy of our **Complaints Policy** is available on request.

**Privacy Notice**

AtLingoSports we respect the privacy of the children attending the Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required\* is erased after your child has ceased attending our Club.

We will use the contact details you give us to contact you via phone, email, social media so that we can send you information about your child, our Club and other relevant news, and also so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

* have a safeguarding concern about your child
* are required to by government bodies or law enforcement agencies
* engage a supplier to process data on our behalf (e.g. to take online bookings through Book When)
* have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

* we will not be able to continue to care for your child if we do not have sufficient information about them
* even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time\* so can’t delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner’s Office (ICO).

*\* We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.*

Pledge to Parents

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

* Welcome you at all times to discuss our work or just have a chat if we are free to do so!
* Keep you informed of operational dates, opening times, fees, programmes of activities and procedures.
* Be consistent and reliable to enable you to plan with confidence and peace of mind.
* Share and discuss your child's experiences, progress, and friendships.
* Be available to discuss any concerns or queries.
* Ask your permission for outings and special events.
* Ask your permission to take and share images of your child.
* Listen to your views and concerns to ensure that we continue to meet your needs.

Contact Information

LingoSports

Delph Primary School, Denshaw Road, Delph

Club mobile number: 07834840849 or 07845346993 (Please leave a voice message if there is no reply.)

Correspondence Address:

92 Delph Lane

Delph

OL3 5HX

Club Staff

Manager: Samantha Doodson

Deputy: Andrew Doodson

Teachers: Jenny Farrell

 Jack Darnbrough

 Vicky Dodd

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